

ASSOCIATION MEETING MINUTES FOR

I. MEETING DETAILS

Chairperson: _____

Secretary: _____

Date: _____

Time: _____

Location: _____

Street Address: _____

City: _____

State: _____ Zip: _____

II. ATTENDEES

III. ABSENCES

IV. CALL TO ORDER

V. REPORTS

VI. OLD BUSINESS

VII. NEW BUSINESS

VIII. OPEN COMMENT

IX. ADJOURNMENT

Minutes submitted by: _____ Print Name: _____

Approved by: _____ Print Name: _____